DOCUMENT RESUME

ED 410 302 TM 027 576

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TITLE	Products Available from the National Center for Education Statistics.
INSTITUTION	National Center for Education Statistics (ED), Washington, DC.
REPORT NO	NCES-97-594R
PUB DATE	Apr 97
NOTE	15p.
AVAILABLE FROM	New Orders, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954 (stock no. 423-848/60044).
PUB TYPE	Reference Materials - Directories/Catalogs (132)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Accounting; Classification; Confidentiality; Data Collection; *Databases; Early Childhood Education; Educational Finance; *Educational Research; Educational Technology; *Elementary Secondary Education; Federal Government; Guides; Higher Education; Optical Data Disks; Pilot Projects; Public Agencies; *Publications; *Resource Materials; Standards; Student Characteristics; Student Records
IDENTIFIERS	*National Center for Education Statistics; SPEEDE ExPRESS Electronic Transcript System

ABSTRACT

This booklet lists some of the products available from the National Center for Education Statistics. Each product is described briefly, with some notes about its development and use, and ordering information, including cost and stock number. The following products are described: (1) "Student Data Handbook for Elementary, Secondary, and Early Childhood Education"; (2) "Staff Data Handbook for Elementary, Secondary, and Early Childhood Education"; (3) "Financial Accounting for Local and State School Systems"; (4) "A Pilot Standard National Course Classification System for Secondary Education"; (5) "SPEEDE/ExPRESS"; (6) "Protecting the Privacy of Student Records: Guidelines for Educational Agencies"; (7) "Guidelines for Making Education Technology Decisions"; (8) "Standards for Education Data Collection and Reporting"; and (9) CD-ROM products from the Data Analysis System and Public Use Data. (SLD)

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March 1997
Reprinted April 1997

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Suggested Citation
U.S. Department of Education. National Center for Education Statistics. *Products Available From the National Center for Education Statistics*, NCES 97–594, by Carol Sue Frombolutl. Washington, DC: 1997.

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Products Available From the National Center for Education Statistics

Student Data Handbook for Elementary, Secondary, and Early Childhood Education

The ***Student Data Handbook for Elementary, Secondary, and Early Childhood Education*** was developed to promote consistent maintenance of data about school-aged students. This communications tool contains a listing of data elements that a school, school district, or other education agency uses when describing students. This information could be included in either a paper-based or an electronic student record system. Data elements are listed for a range of information areas, including background information, school enrollment, school participation and activities, non-school and post-school experience, assessment, transportation, health conditions, special program participation and student support services, and discipline. Each data element in the handbook is defined, and lists of coding options are provided for many of the data elements. In addition, recommended electronic formats are provided. The handbook was developed in 1994, with the assistance of many local, state, and federal education agency representatives, school personnel, researchers, and others who are interested in using more standard and comparable data elements about students in schools and school districts.

For sale at GPO, stock number 065–000–00769–0, cost $20.00 per copy.

Staff Data Handbook for Elementary, Secondary, and Early Childhood Education

The ***Staff Data Handbook for Elementary, Secondary, and Early Childhood Education***, published in 1995, contains data elements that might be maintained by schools, school districts, or state education agencies about education staff and volunteers. This handbook provides guidance to those who are responsible for maintaining different types of information needed to promote the efficient functioning of education systems. Data element terms, definitions, and options lists are included for the following sections: personal information, educational background, professional development, qualification information, current employment, assignments, evaluation and career development, and separation from employment. In addition, suggested electronic formats and field lengths are included. This handbook is also consistent with the staffing categories contained in the handbook, *Financial Accounting for Local and State School Systems 1990.*

For sale at GPO, stock number 065–000–00770–3, cost $20.00 per copy.

Financial Accounting for Local and State School Systems

Financial Accounting for Local and State School Systems, 1990 (also known as Handbook II Revised, Revised), contains information about cost accounting in education agencies that conforms to generally accepted accounting principles. The goal of this document is to promote comparable financial reporting in school districts, which will also assist state education agencies that gather, analyze, and disseminate financial data about the functioning of the education system. This handbook provides information about accounting for revenue and other fund sources. In addition, categories are included for recording expenditures by function, object, and program. New information is included about the recording of expenditures for technology. Most states have adopted or adapted this handbook for reporting by school districts and to the federal government.

For sale at GPO, stock number 065–000–00414–3, cost $11.00 per copy.

A Pilot Standard National Course Classification System for Secondary Education

The course classification codes and course descriptions included in ***A Pilot Standard National Course Classification System for Secondary Education*** were developed to provide a common terminology, descriptions, and coding structure for course information at the secondary level. The classification system makes it easier to determine what courses students have taken when they transfer between schools or apply to postsecondary education institutions, or when comparisons of course-taking patterns of United States students are made. The full course coding structure allows for information on the subject, level, number of credits, and other useful information (such as amount of writing required or whether there is a substantial laboratory requirement). The listing of courses reflects the most commonly offered courses in public and private schools. This classification system can be used with the *Student and Staff Data Handbooks* and with the *SPEEDE/ExPRESS* electronic format.

For sale at GPO, stock number 065–000–00809–2, cost $20.00 per copy.

SPEEDE/ExPRESS

SPEEDE/ExPRESS is an electronic data interchange (EDI) format for translating a student's record or transcript into a coded structure for sending the record via an electronic network to another school, school district, postsecondary institution or other appropriate entity. Working collaboratively with the American National Standards Institute's Electronic Data Interchange Committee X12, ***SPEEDE/ExPRESS*** has been adopted as the standard format that meets X12 requirements for electronic interchanges. The standard record format is now used by schools and postsecondary institutions to send and receive student records when students apply or transfer to another school or institution. When used, the ***SPEEDE/ExPRESS*** format not only permits the electronic transmission of the file with student information quickly and efficiently, but also promotes the use of standard codes making it easier to interpret the information once it is received.

For additional information, contact Jill Hanson, Sierra System Consultants Inc., at 206–339–1184 or by e-mail at hanson@sierrasys.com.

Protecting the Privacy of Student Records: Guidelines for Education Agencies

The purpose of ***Protecting the Privacy of Student Records: Guidelines for Education Agencies*** is to assist schools, school districts, and state education agencies in developing regulations and procedures to safeguard the confidentiality of the contents of student records. The guidelines suggest ways to protect individuals' privacy when collecting data, secure the maintenance of data within the agency, provide access to parents, and ensure confidentiality when releasing data outside of the education agency. There are also descriptions of federal laws and regulations affecting the collection and maintenance of student data. The contents of this document, developed and reviewed widely by educators, represent best practice in education systems. (Document will be available in Spring 1998.)

Guidelines for Making Education Technology Decisions

The decision to purchase or upgrade hardware, software, and network services in education systems requires careful thought and planning. The guidelines for making education technology decisions provide an easy to understand, step-by-step process for determining what equipment, software, and services best meet the administrative and instructional requirements of a teacher, school, school district, or state education agency. Each guideline includes a list of questions to ask, case studies, and other sources of help. (Document will be available in Winter 1997.)

Standards for Education Data Collection and Reporting

The ***Standards for Education Data Collection and Reporting (SEDCAR)*** contain a set of guidelines for planning data collection, analysis, and reporting. The process presented in ***SEDCAR*** takes a school, school district, or state education agency representative through the various steps and considerations that must be made to ensure that data are accurate, timely, useful, and not burdensome and that the procedures to collect, maintain, and report the data are well-established and meet the needs of all persons involved. For each standard, there are guidelines explaining the standard; in addition, some standards have checklists. (Published in 1991.)

Document number 0–311–987/62980.

CD-ROM Products

The National Center for Education Statistics produces most of its data on ***CD-ROM***. Three different types of ***CD-ROM*** products are available to meet the varying needs of researchers, policy analysts, reporters, and others.

One type of ***CD-ROM***, such as the NAEP almanac, index a huge variety of tables. These tables may be readily accessed by those without extensive computer skills, or those who need detailed information very quickly. Another type of ***CD-ROM*** is a more general product that contains all kinds of education statistics tabulations, plus charts and texts. An example of this type is the EDSearch ***CD-ROM***. This product allows quick location of information through keyword searches.

The third type of ***CD-ROM*** is the Data Analysis System (DAS) that allow users to select variables which the software uses to generate custom cross-tabulation. The most detailed of the

CD-ROM products contain individual or institutional-level data that researchers may use for statistical analyses. Integrated electronic codebooks offer convenient access to variable descriptions. The institutional-level databases also have software that enable users to quickly look up information for specific institutions. The public use Data Analysis System (DAS) is a user-friendly table and correlation matrix generator, which may be downloaded from http://www.ed.gov/NCES/.

A list of ***CD-ROMs*** follows:

Data Analysis System (DAS) on CD-ROM

Baccalaureate & Beyond (B&B:93/94 DAS)
Beginning Postsecondary Students (BPS:90/94 DAS)
High School & Beyond Fourth Follow-Up (HS&B:80/92 DAS)
National Education Longitudinal Study of 1988 (NELS:88/94 DAS)
National Postsecondary Student Aid Study (NPSAS:93 DAS)

Public Use Data on CD-ROM

Common Core of Data 1987/88-1992/93 (CCD)
Education Statistics on Disk (*Condition of Education, Digest of Education Statistics, Projections, Youth Indicators* and others)
Integrated Postsecondary Education Data System (IPEDS)*
NAEP Data on Disk: 1992 Almanac Viewer*
National Education Longitudinal Study of 1988 (NELS:88/94)*
National Household Education Survey (NHES:91/93)*
National Longitudinal Study of 1972 (NLS–72)*
School District Data Book (SDDB)
Schools and Staffing Survey (SASS:90–91, 93–94)*

*Raw data for the surveys for which public use data is available on CD-ROM are available *only* to institutions with *restricted data licenses*.

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For copies and further information of publications not sold by the GPO, contact the National Education Data Resource Center, c/o Pinkerton Computer Consultants, Inc., 1900 North Beauregard Street, Suite 200, Alexandria, VA 22311–1722, Phone—703– 845–3151, Internet—ndrc@inet.ed.gov. Also, see http://www.ed.gov.

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